DOCUMENT RESUME

ED 036 374 88 RC 004 095

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TITLE A STUDY OF CONTRACTUAL ARRANGEMENTS BETWEEN PROFESSIONAL AND SERVICE ORGANIZATIONS AND LOCAL BOARDS OF EDUCATION IN CATSKILL AREA SCHOOLS FOR THE YEAR 1968-69.
INSTITUTION CATSKILL AREA SCHOOL STUDY COUNCIL, ONEONTA, N.Y.
SPONS AGENCY OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF PLANS AND SUPPLEMENTARY CENTERS.
PUB DATE JAN 69
NOTE 28P.

EDRS PRICE EDRS PRICE MF-$0.25 HC-$1.50
DESCRIPTORS *COLLECTIVE NEGOTIATION, *CONTRACTS, CONTRACT SALARIES, *NEGOTIATION AGREEMENTS, NONPROFESSIONAL PERSONNEL, QUESTIONNAIRES, *SALARIES, *SMALL SCHOOLS, TEACHER SALARIES, TEACHING BENEFITS
IDENTIFIERS NEW YORK STATE

ABSTRACT

THIS STUDY, FUNDED UNDER TITLE III OF THE ELEMENTARY AND SECONDARY EDUCATION ACT, REPORTS RESULTS OF 31 RESPONSES TO A QUESTIONNAIRE COVERING THE SPECTRUM OF NEGOTIATIONS BETWEEN LOCAL BOARDS OF EDUCATION (EMPLOYER) AND VARIOUS GROUPS OF EMPLOYEES. EMPLOYEE GROUPS INCLUDE FACULTY (PROFESSIONAL STAFF) AND NON-FACULTY OR SERVICE EMPLOYEES. PART ONE OF THIS STUDY DESCRIBES SIZE OF DISTRICTS REPORTING, EXTENT OF NEGOTIATIONS, DURATION OF AGREEMENTS, EMPLOYER'S TIME INVESTMENT IN NEGOTIATIONS, COMPOSITION OF EMPLOYEE NEGOTIATING TEAM, EMPLOYEE REPRESENTATION, COMPOSITION OF EMPLOYER NEGOTIATING TEAM, AND EXTENT OF SERVICE ORGANIZATION PARTICIPATION. PART TWO DEALS WITH ANALYSIS OF CONTRACTS AND SALARY SCHEDULES SUBMITTED TO THE CATSKILL AREA SCHOOL STUDY COUNCIL. INCLUDED IN THE ANALYSIS ARE EXTRA PAY FOR EXTRA DUTIES, LEAVES OF ABSENCE, AND SABBATICAL LEAVE. THE DOCUMENT IS APPENDED WITH MATERIALS USED IN COMPILING DATA FOR THE STUDY. A RELATED DOCUMENT IS RC 004 096. (SW)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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ED036374

A STUDY OF CONTRACTUAL ARRANGEMENTS

BETWEEN

PROFESSIONAL AND SERVICE ORGANIZATIONS

AND

LOCAL BOARDS OF EDUCATION

IN

CATSKILL AREA SCHOOLS

FOR THE YEAR 1968-69

RC004095

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January 1969

Title III ESEA
The work presented or reported herein was performed pursuant to a Grant from the U. S. Office of Education, Department of Health, Education, and Welfare. However, the opinions expressed herein do not necessarily reflect the position or policy of the U. S. Office of Education and no official endorsement by the U. S. Office of Education should be inferred.

ACKNOWLEDGEMENTS

The Study Council wishes to acknowledge the cooperation of the chief school officers and their assistants in the following districts for their participation in this study.

Afton Central School
Bainbridge-Guilford Central School
Charlotte Valley Central School
Cherry Valley Central School
Cooperstown Central School
Downsville Central School
Andrew S. Draper Central School
Edmeston Central School
Franklin Central School
Gilbertsville Central School
Gilboa-Conesville Central School
Grand Gorge Central School
Greene Central School
Hancock Central School
Jefferson Central School
Laurens Central School
Margaretville Central School
Milford Central School
Morris Central School
Mount Upton Central School
New Berlin Central School
Oneonta City School District
Owen D. Young Central School
Roxbury Central School
Sidney Central School
South Kortright Central School
South New Berlin Central School
Stamford Central School
Walton Central School
Windham-Ashland-Jewett Central School
Worcester Central School

DESCRIPTION

Scope and Limitations The study was limited to the local school districts that compose the Catskill Area School Study Council. Of these schools, thirty-one responded to the questionnaire. It was additionally limited to those negotiations that transpired during the school year 1967-68 resulting in agreements for the school year 1968-69.

The questionnaire covered the spectrum of negotiations between the employer (local boards of education) and various groups of employees. Basically, these groups can be divided into two categories; faculty (professional staff), and non-faculty or service employees (other employees). Not all school districts responded to all questions nor in fact did all school districts enter into a form of negotiations with any or all employees.

The Instrument The questionnaire and follow-up letters were issued on Catskill Area School Study Council stationery and were returned to the Council office. All replys have been handled confidentially. Thirty-eight school districts were mailed questionnaires and of these thirty-one responded for an 82 percent return. A copy of the questionnaire appears in the Appendix.

Analysis The data was analyzed in two parts. That part pertaining to the questionnaire was handled by Lawrence Heldman and appears in PART ONE. The data pertaining to contracts, salary schedules and other submitted materials was organized and analyzed by Charles Reimer. It appears in PART TWO. Responsibility for mailing and receiving all materials as well as the final typing was given to Evelyn Lower.

Remarks This report is one of several studies being conducted by the Catskill Area School Study Council. It is being mailed to all participating schools as well as the Boards of Cooperative Educational Services involved. No attempt has been made to forecast or draw assumptions from the data. If it is helpful to area schools then it shall be repeated. Any reference made to other studies will be so noted, and those studies will be made available to local schools on a loan basis from the Catskill Area School Study Council office.

It should also be noted that no attempt has been made to compare one area school with another. All schools have been treated anonymously in the text of this report.

Dr. Charles Reimer and Dr. Lawrence Heldman are available to answer questions or to consult with area administrators concerning this report. They can be reached at - Dr. Reimer - 431-3226 and Dr. Heldman - 432-1445.

PART ONE

Size of Districts Reporting The thirty-one school districts that reported ranged in size from a pupil population of 233 to 3033 in grades K-12. Their corresponding faculties ran from twenty-five to 206 full-time professional staff including non-teaching professional staff. The average district size considering this range would be approximately 890 students with a total full-time staff of 57.

Extent of Negotiations Of the thirty-one schools reporting, five did not enter into negotiations (16.1 percent). An additional three districts negotiated for salaries only (9.6 percent). Nine of the thirty-one schools entered into negotiations with the professional staff only (29 percent) and sixteen school districts entered into negotiations with all employees (51.6 percent).

Duration of Agreements Twelve of the districts reported that they made agreements with their employees for a period of one year. Eight of the districts entered into two year agreements. Some of the schools noted that the two year agreements were to be reopened on the salary issue at the end of one year.

Employers Time Investment in Negotiations The thirty-one schools represent 25,828 students and 1,644 full-time professional staff. Twenty-five districts reported spending a total of 866 hours in negotiations with their teaching staff. The range extended from two hours to 300 hours with an average of 34½ hours per district reporting.

Seventeen districts invested a total of 363 hours in negotiations

EXTENT OF NEGOTIATIONS

%	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	
Reported	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Did Not Negotiate	X	X	X																		(16.1)
Negotiated Salary Only	X	X																			(9.6)
Negotiated With Professional Staff Only	X	X	X	X	X	X															(29.0)
Negotiated With All Employees	X	X	X	X	X	X	X	X	X	X											(51.6)

with service (non-professional) employees. The range in this case ran from two to 160 hours. The average time invested per district was a little over twenty-one hours. In two of the seventeen cases reported, the time devoted to service-employee negotiations was greater than that devoted to professional staff negotiations.

Composition of Employee Negotiating Team Twenty-five of the school districts reported the composition of their employees negotiating teams. In all but three of the descriptions the teams were made up of both elementary (K-6) and secondary (7-12) teachers. In the three exceptions there were no elementary participants. In ten of twenty-five cases, the teams also had representatives from the K-12 or specialist ranks (example, physical education teachers, guidance, art, music, etc.).

Nine of the teams were composed of five members and twelve were composed of three members. The remaining eight teams ran from two members to seven members.

The teams were predominately male by a ration of three male to two female members. However, in all reports that indicated the sex of the team members only two districts had all male teams. Therefore, twenty-three teams included both male and female representatives.

Members of the negotiating teams ranged in teaching experience from two years to thirty-nine years. Seven of the 96 team members had three or less years of experience while the average member had 13.5 years of experience.

Employee Representation In all cases reported the employees were

represented by a local faculty association.

Composition of Employer Negotiating Team Of the districts reporting on the composition of their employer negotiating team it was shown that in eighteen cases the team was made up of three persons. In the remaining eight situations the size ranged from one person (two cases) to the entire board plus the chief school officer.

The typical arrangement (twelve cases) showed a composition of the chief school officer and two board members. Other arrangements included the school business manager, all board teams, lay citizens, board attorney, building principal and district clerk. In all but one case reported, there were board members on the negotiating team.

Extent of Service Organization Participation Seventeen districts reported meeting with employee representatives of other than professional staff organizations. In twelve of seventeen districts the service personnel were represented by one bargaining unit. In the other districts as many as four separate groups met to negotiate. For example, groups listed as custodial, cafeteria, bus drivers, secretarial, teacher aides, etc., composed the individual units while in other districts one inclusive organization such as the "Non-Teaching Association" represented all service personnel.

Summary of PART ONE This report represents an 82 percent reply to the questionnaire and as all districts answered all appropriate questions it can be considered a valid instrument as far as it went. It appears that on many items there is a great deal of homogeneity. The use of faculty associations, the make up of bargaining teams, the male-female ratio, and

the fact that most districts met with all employees would support this premise.

The greatest difference among districts appeared in the item dealing with the time involved in negotiation. Some of the schools were able to settle demands in less than ten hours while at least one district after lengthy negotiations went to a technical impasse requiring a neutral to sit in.

PART TWO of this study will deal with an analysis of the contracts and salary schedules.

PART TWO

Contracts and Salary Schedules Received Sixteen contracts between school districts and the authorized bargaining agents were received and analyzed. Twenty-nine salary schedules were made available for this study.

Contracts The sixteen contracts varied greatly in size and scope. They varied from a four part agreement to one containing eighteen articles.

Most of them began with a preamble stating the basic intent of the agreement, followed by the article on recognition of the accepted bargaining agent and a definition of parties and terms. Most of the contracts also defined times for negotiations to be conducted.

Ten of the sixteen contracts outlined a grievance procedure. From their content this researcher feels that the bargaining parties used a common source for the contents of this section.

Contents of contract articles included such topics as: teacher absence from school, visitation days, personal leave, sabbatical leave, teaching conditions, use of school facilities, extra duties, school calendar, non-teaching duties, additional study, preparation for instruction, and salary schedules.

Most contracts closed with an article titled "Duration of Agreement" in which the life of the contract was defined in the most accurate terms.

Several of the contracts contained the NYSTA's Code of Ethics as an additional article for the agreement. One contract was unique in that it had a "Bill of Rights for Teachers" immediately following the preamble.

Several of the agreements included an article on dues deductions.

At the risk of oversimplification, a typical contract outline appears as follows:

Preamble
I. Recognition
II. Definitions and Principles
III. Grievance Procedure
IV. Salary Schedules
V. Extra Pay for Extra Curricular Activities
VI. Leaves of Absence (Personal, Sabbatical, etc.)
VII. School Calendar, Length of School Day, Preparation for Instruction, Working Conditions, Non-Teaching Duties
VIII. Tenure
IX. School Policy
X. Miscellaneous Provisions
XI. Duration of Agreement
Appendix: NYSTA's "Code of Ethics"

(Specific contract inclusions are listed by contract in Appendix B.)

Salary Schedules Twenty-nine schools presented their salary schedules for the 1968-69 term. This research analyzed the schedules to determine the range of salaries for six educational preparation levels at five points of time. The results of this are on the following page.

A flat increment was used in twenty-five of the thirty-one salary schedules studied. The only variables noted were as follows:

a) Occasional larger increments, for example, at the tenure level a $400 increase instead of a $250 increment.

b) The rate of increase might be greater in the MA column than in the BA column. For example, $300 yearly increments in the MA but $200 in the BA.

c) The implication of super-maximum increment at five or more years beyond maximum.

MINIMUM AND MAXIMUM SALARY RANGE 1968-69

Education	STEP ONE Min.	STEP ONE Mean Salary	STEP ONE Max.	STEP FIVE Min.	STEP FIVE Max.	STEP TEN Min.	STEP TEN Max.	TOP REGULAR STEP Min.	TOP REGULAR STEP Max.	TOP SPECIAL STEP Min.	TOP SPECIAL STEP Max.
Less than BA	5200	5700	6000	6200	7000	7200	8600	7500	9250	8400	9750
BA*	5700	6000	6300	6800	7680	8050	9180	8550	10100	9250	12100
BA + 30*	6100	6300	6700	7100	8040	8350	9420	9100	10400	9700	12400
MA	6000	6350	6700	7200	8280	8450	9780	9000	10500	9700	12500
BA + 60*	6400	6600	6900	7400	8280	8650	9780	9300	11040	9900	12700
MA + 30*	6300	6700	7200	7400	8880	8800	10440	9300	12120	10000	12800

*Most accurate. Almost every school reported these three categories, while all did not report the unmarked categories.

The actual range of increments on the flat schedule was from $200 - $300 per year with $250 the most frequently used.

The remaining six schools used a variable index to formulate increases. This type of index was related to both experience (vertical) and education (horizontal).

In terms of numbers of steps available on the schedule, the range of regular steps were as follows: (For specific information related to the top of the regular schedule see Appendix C.)

RANGE OF NUMBER OF STEPS TO REACH NORMAL MAXIMUM SALARY

Educational Level	Reporting Schools	Number of Steps Minimum	Number of Steps Maximum
Less than BA	17	10	14
BA	29	11	14
BA + 30	27	11	15
MA	19	11	15
BA + 60	26	11	15
MA + 30	14	11	14

Eighteen schools reported additional special steps ranging from one to six steps. (See Appendix D for specific information.)

In order to assess change in salaries over the last twelve years, this researcher studied two earlier publications of the Catskill Area School Study Council, one written in 1956-57, and the other in 1966-67, and the following ranges of salaries emerge from this comparison.

Educational Level	1956-57 Minimum	1956-57 Maximum	1966-67 Minimum	1966-67 Maximum	1968-69 Minimum	1968-69 Maximum
Less than BA	3500	5700	4900	7150	5200	9250
Bachelors	3500	6500+	5200	9000	5700	10100
Masters	3700	6500+	5200	9900	6000	10500

One can see the changes that twelve years have made to salaries being offered in this general area. The schools responding to Catskill Area School Study Council researchers during the three time periods covered may have changed due to centralization, but the salary trends they reflect presents at least a general picture for purposes of comparison.

Extra Pay for Extra Duties Eleven of the contracts studied indicated definite financial compensation to staff for directing activities beyond the scope of their regular employment. The following examples are listed below indicating the position, range of compensation, and frequency of occurrance.

Type	Range in Dollars	Frequency out of 11
No free period other than noon hour	$ 50.00	1
Class advisor	75.00 - 100.00	3
Coaching, including all sports and cheerleading	100.00 - 1000.00	9
Chaperones per event	5.00 - 15.00	4
Clubs - student council activities	25.00 - 300.00	3
Yearbook	100.00 - 250.00	6
School paper	75.00 - 150.00	
A. V. coordinator	150.00	1
Vice principal	400.00	2
Intra-murals	50.00 - 200.00	2
Plays - theater	75.00 - 200.00	6
Adult education	150.00 per term or $4-5 hourly	3
Census	150.00	1
Summer band	500.00	1
Senior trip	50.00 - 150.00	2

The above list represents the material found in the contracts submitted and does not necessarily reflect arrangements in existence that were not made a part of the contract.

Leaves of Absence Nine of the contracts studied made specific reference to sick leave for professional staff. The most common practice described allowed ten days per year to be accumulated up to 150 days. The range extended to fifteen days annually and up to 180 days of accumulated leave.

Eleven districts made agreements concerning personal business leave. It ranged from one to five days annually with the most common being three. In all cases this type of leave would not be accumulated nor on the other hand was it deducted from sick leave. Most practices described required the teacher to request the leave in writing at least twenty-four hours prior to the day.

Sabbatical leave was a practice described in only four contracts.

Agreements Between Service Employees and Local Boards of Education

Only six contracts were received and each was individually different. Attempts to compare these graphically would not be valid or helpful. All contracts received were analyzed and briefly described in Appendix E.

Return to: Lawrence J. Heldman
Catskill Area School Study Council
State University College
Oneonta, New York 13820

Form - Negotiations

School District _____

Person Reporting _____

1. We: a) did not negotiate at all _____,
b) negotiated only salary _____,

1) negotiated with professional staff only _____,
2) negotiated with non-professional staff only _____,
3) negotiated with all employees _____,
4) other comment _____,
5) are part-time non-professional staff included in b - 2 and 3 above? _____,

c) negotiated a (one, two) year contract with professional staff for all items except;
List _____
_____
_____
_____
_____

d) found it necessary to obtain the services of an outside fact-finder _____ or mediator _____ and/or legal consultant _____

2. a) The process of negotiation with the professional staff took approximately how many hours of the board's and your time _____

b) The process of negotiation with the non-professional staff took approximately how many hours of the board's and your time _____

c) Teacher Negotiating Team Make-Up

Area of Employment	Number on Team	Male (M) Female (F)	Approx. Years of Teaching Experience of Team Member
K-3			
4-6			
7-9			
10-12			
Spec. Area			
Teacher K-12			
Other			

3. a) The teachers were represented by _____
(name of organization)

b) List the person or persons representing the board in negotiating by position, for example, chief school official, business manager, board member, etc.
_____, _____, _____.

c) The other employee groups were _____
(For example, list each unit _____
that negotiated - _____
bus drivers, cafeteria workers, _____
secretarial, etc. _____.

Please send your contracts and salary schedules.

Any significant comments that you would like to make will be gratefully appreciated.

Appendix B

CONTRACT TABLES OF CONTENTS
FOR PROFESSIONAL STAFF

(Indicates span of negotiated items)

Data Code Number 11

I. Recognition
II. Recognition Agreement
III. Grievance Procedure
IV. Lunch Period
V. Handbook
VI. Vacancies
VII. Tenure
VIII. Elementary Organization
IX. Classroom Space
X. Temporary Leaves
XI. Extended Leaves
XII. Sabbatical Leaves
XIII. In-Service Education
XIV. Health Insurance
XV. Salary Schedule
XVI. Extra Curricular Activities
XVII. Substitute Teachers
XVIII. Miscellaneous Provisions
XIX. Duration of Agreement

Data Code Number 18

Preamble
I. Agreement
II. Philosophy
III. Recognition
IV. Principles
V. Procedures for Conducting Negotiations
VI. School Year Calendar
VII. Salaries
VIII. Promotions
IX. Starting Time of Elementary Schools
X. Pay Days
XI. Lunch Periods
XII. Completion of Duty Days
XIII. Junior High School English Teachers
XIV. Conclusion
XV. Duration of Agreement
Calendar
Salary Schedule
School Day

Data Code Number 13

Preamble
I. Agreement
II. Philosophy
III. Recognition
IV. Principle
V. Areas for Discussion and Agreement
VI. Procedures for Conducting Negotiations
VII. Implementation and Amendment

Data Code Number 15

Preamble
I. Recognition
II. Negotiation Procedure
III. Miscellaneous Provisions
IV. Salary Guides
V. Professional Up-Grading
VI. Leave Policy
VII. Conferences
VIII. Teachers Schedule
IX. Duration

Appendix B (continued)

Data Code Number 4

Preamble
I. Recognition
II. Definitions
Grievance Procedure
I. Declaration of Purpose
II. Definition
III. Procedures
IV. Time Limits
III. Principles
IV. (No Title - Defines Times for Negotiation)
V. (No Title - Urges Members to Support Community Groups)
VI. (No Title - Board of Education Grants Help in Hospital Plan)
VII. (No Title - Salary Schedule)
VIII. Duration of Agreement

Data Code Number 16

I. Preamble
II. A Bill of Rights for Teachers
III. Recognition
IV. Negotiation Procedures
V. School Policy
VI. Grievance Policy and Procedures
VII. Salary
VIII. Non-Teaching Duties
IX. Working Conditions
X. Leaves of Absence
XI. Tenure
XII. Dues Deduction
XIII. Miscellaneous Provisions
XIV. Duration of Agreement
Designation and Payroll Deduction Authorization
Signed Agreement - Association and Board Signatures

Data Code Number 20

I. Preamble
II. Adoption
III. Negotiation Procedure
IV. School Calendar
V. Maintenance Standards
VI. Teacher Aides
Substitute Teachers
VII. Leaves of Absence
VIII. Medical Examinations
IX. Health Insurance
X. Probationary Period
XI. Salary Provisions
Salary Schedule
XII. Extra Curricular Compensation Schedule
XIII. Grievance Procedure

Data Code Number 30

Preamble
I. Recognition
II. Negotiation Procedures
III. Health Insurance
IV. Maintenance of Standards
V. Salary
VI. Compensation for Extra-Curricular Activities
VII. Leave of Absence
VIII. Sick Leave
IX. Daily Schedule
X. Miscellaneous Provisions
XI. Additional Study
XII. Code of Ethics
XIII. Duration of Agreement
Grievance Procedure

Appendix B (continued)

Data Code Number 7

Preamble
I. Recognition
II. Negotiation Procedures
III. Grievance Procedures
  I. Declaration of Purpose
  II. Definition
  III. Procedures
  IV. Time Limits
IV. Salary
V. Sick Leave
VI. Personal Leave
VII. Other Leaves
VIII. Sabbatical and Educational Leaves
IX. Prior Service Credit
X. Health Insurance
XI. Teaching Conditions
XII. School Calendar
XIII. Use of School Facilities
XIV. Extra Duties
XV. Tax Sheltered Annuities
XVI. Miscellaneous Provisions
XVII. Dues Deduction
XVIII. Duration of Agreement

Data Code Number 10

Preamble
I. Negotiation Procedures
II. Conditions of Employment
  A. Teacher Absence from School
  B. Teacher Visitation Days
  C. Salary
  D. Salary Schedule for 1968-70
  E. Professional Responsibility
  F. Non-Teaching Duties
  G. Preparation for Instruction
  H. Assistance to Students
  I. Additional Study
  J. Sabbatical Leave
  K. Terminal Leave Pay
  L. Transfer Within School System
  M. Insurance

Data Code Number 9

Negotiation Procedures
Miscellaneous Provisions
Grievance Procedures
20 Provisions on Agreements Between Association and Board

Data Code Number 25

Teacher Requests
Board Requests
Salary Scale
Copy of Taylor Law

Appendix B (continued)

Data Code Number 28

Preamble
I. Recognition
II. Dues Deduction
III. Negotiation Procedures
IV. Grievance Procedure
V. Joint Committee
VI. Personal Leave
VII. Health Insurance
VIII. Salary
IX. Miscellaneous Provisions
X. Duration

Data Code Number 21

Preamble
I. Recognition
II. Negotiation Procedure
III. Miscellaneous Provisions
IV. Salary Schedule
V. Compensation for Extra-Curricular Activies
VI. Sick Leave
VII. Personal Business
VIII. Maternity Leave
IX. Personal Leave of Absences
X. Professional Conferences
XI. Substitutes
XII. Free Time Around Noon Hour
XIII. Duration of Agreement

Data Code Number 23

Preamble
I. Recognition
Procedures for Conducting Negotiations
Principles and Definitions
Salary Schedule
Leaves of Absence
Miscellaneous Provisions
Health Insurance
Extra Pay for Extra Duties
Grievance Procedure
Entire Agreement
Duration of Agreement

Appendix C

MAXIMUM ON REGULAR SALARY SCHEDULES

School	Number Regular Steps to Maximum	Less BA	Number Regular Steps to Maximum	BA Salary	Number Regular Steps to Maximum	BA+30	Number Regular Steps to Maximum	MA Salary	Number Regular Steps to Maximum	BA+60	Number Regular Steps to Maximum	MA+30
1			11	9480	12	10320	13	11040	13	11040	14	11120
2			11	9200			11	9900			11	10200
4			12	8850	13	9450			14	10200		
5	11	7700	12	9000	13	9500	13	9650	14	10000	14	10150
6	12	8750	12	8750	13	9350	13	9350	13	9650	13	9650
7	11	8000	12	9050	13	9600			14	10150		
8	10	7500	12	9000	12	9300	12	9400	12	9600	12	9700
9	12	8600	13	9150	13	9250	13	9250	14	9700	14	9800
10			12	8600	13	9100			14	9600		
11			11	8700	11	9000	11	9050	11	9300		
12			12	9000	13	9500			14	10000		
13	11	8350	12	8900	13	9500			14	10100		
14	11	7400	14	9150	15	9700	15	9700	15	10000		
15	11	8400	12	9300	13	9960	13	9960	14	10800	14	10800
16	11	8700	12	9300	12	9960	12	9780	12	10200	11	10380
18	12	8126	12	9600	12	10080	12	10080	12	10560		
19			12	8800	13	9300			14	9800		
20			13	9300	13	9600			13	9900		
21	12	8550	12	8550	13	9100	13	9200	14	9650	14	9750
23	11	7750	12	8750	15	9900	15	10100	15	10300		
24	12	9200	14	10100	14	10400	14	10500	14	10700	14	10800
25			12	8900	12	9300			12	9800		
26	14	9250	14	9250	14	9550	14	9550	14	9850	14	9850
27	11	8500	12	8950	13	9500	13	9600				
28	11	7600	12	8600	13	9300			14	10000		
29			12	9300	12	9600			12	9900		
30	11	7700	12	8800	13	9300	13	9400	14	9800	14	9900
31			14	8600	14	8600	14	8900	14	9200	14	9200
33			11	8700			11	9000			11	9300

Missing Numbers Represent Unusable Data or No Data.

Appendix D

TOP SPECIAL SCHEDULE
(Beyond Regular Maximum)

School	Number of Steps Beyond Reg. Max.	Less BA	BA	BA+30	MA	BA+60	MA+30
2	3		10600		11300		11600
5	2		9500	10000	10150	10500	10650
6	2	9250	9250	9850	9850	10150	10150
7	4			10900		11850	
8	1		9250	9600	9700	9900	10000
11	2		9400	9700	9750	10000	
13	1-6	8600	10800	11100		11400	
15	2		10200	10860	10860	11400	11400
16	2	9300	9900	10260	10380	10620	10980
18	1		10200	10710	10710	11220	
20	1-3			10200		10750	
21	3	9750	9750	10300	10400	10850	10950
23	2-3		10250	10900	11100	11300	
24	4		12100	12400	12500	12700	12800
26	3			11050	11050	11350	11350
27	2	9000	9450	10000	10100		
28	1-4	8400	9350	9800		10250	
33	6		10900		11200		11500

Table Shows Only Those School Districts That Reported Super-Maximum Schedule.

Appendix E

CONTRACT DESCRIPTIONS BETWEEN LOCAL BOARDS OF EDUCATION AND SERVICE EMPLOYEES

Data Code Number 5

Wages	8 percent increase 1968-69 - same dollar increase 1969-70 - extra driving at $2.50 per hour
Retirement	school district pays 5 percent 1968-69 8 percent 1969-70
Sick Leave	15 days per year for 12 month employees 12 days per year for 10 month employees full-time employees accumulate to 100 days part-time employees accumulate to 60 days 2 days may be used for personal business from sick leave
Vacations	all 12 month full-time - 1 week after first year 2 weeks after second year 3 weeks after seventh year also provisions for part-time

Seniority Recognized

General Provisions - attend workshops
contract binding only under the law

Data Code Number 9

Article One	Agreement
Article Two	Philosophy
Article Three	Recognition
Article Four	Principles
Article Five	Areas for discussion and agreement
Article Six	Procedures

Definition of Non-Teachers
- Custodians
- Cleaners
- Cook
- Cafeteria Service Helpers (salaried employees only)
- Garage Mechanic
- Garage Mechanic, Helpers and Drivers
- Bus Drivers

Sick Leave - 10 days per year accumulated for 2 years (20 days)
Personal Leave - only for certain named employees
Specific increase per specific employees - described by name and position

Appendix E (continued)

Data Code Number 9 (continued)

Separate contract for education sec. and school aides
Same as above through article six
Sick leave 10 days per year for 2 years (20 days)
Personal business - 2 days per year
Specific salary increments per named employee

Data Code Number 10

Statement of Recognition and Duration of Contract

Individual contract outlines for each of the following categories -
- Secretarial - Office
- Teacher Aides
- Custodial, Custodial-Driver
- Cafeteria Personnel
- Bus Drivers

Outline for each category includes -
- Hours and length of year
- Vacation schedule (applied only to secretarial and custodial)
- Holidays defined
- Sick leave (5 days per year accumulated to 30 days)
- Salary schedules per category
- Time cards as required
- Overtime provisions
- Hospital insurance
- Physical examination required annually
- Retirement to be investigated for future inclusion

Data Code Number 13

Local Board and Civil Service Employees Unit

Article	1	The Law
	2	Recognition
	3	Unit includes all: custodial, mechanical, bus drivers, cafeteria and food service
	4	Compensation - separate schedules attached to the contract for each of the above
	5	Work day, week and overtime defined
	6	Holidays defined
	7	Sick leave - full-time employees - 1 day per month accumulated to 180 days drivers - 5 days accumulated to 50 days Vacation - 2 weeks after 1 year Personal leave - 2 days per year
	8	Pension and health insurance - participation described in N.Y.S. Plan
	9	Seniority

Appendix E (continued)

Data Code Number 13 (continued)

10	Tenure
11	Miscellaneous Compensation
12	Grievance Procedures Established
13	Reciprocal Rights
14	Previous rights and benefits recognized

Data Code Number 16

Preamble
Recognition
Defines full-time, 3/4 time and 1/2 time employees
Established grievance committee
Holidays defined
Sick Leave - full-time 10 days per year accumulated to 100 days
3/4 time 6 days per year accumulated to 50 days
1/2 time 4 days per year accumulated to 30 days
also defines sick leave and may require doctor's certificate
Personal Leave - full-time 3 days per year
3/4 time 2 days per year
Health Insurance - 60 percent of state plan
Vacation - full-time 2 weeks after first full year
Salary - specified by position and duties defined

Data Code Number 18

Preamble

Article 1	Agreement
2	Philosophy
3	Recognition
4	Principle
5	Areas for discussion and agreement
6	Procedures
7	Wages - specified for maintenance personnel, cafeteria personnel, clerical personnel
8	Longevity
9	Interrupted Service
10	Vacations - 2 weeks after 1 year 3 weeks after 10 years
11	Pay Days
12	Leaves of Absence
13	Changing Positions within the District
14	Supplementary Pay
15	Conclusion

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*These reports are available on a loan basis from the CASSC office.